

# **COMMUNITY CARE LICENSING DIVISION**

"Promoting Healthy, Safe and  
Supportive Community Care"

## **TECHNICAL SUPPORT PROGRAM**

### **Self-Assessment Guide**

# **MAKING THE RIGHT DECISION A GUIDE FOR PROSPECTIVE COMMUNITY CARE PROVIDERS**



## **MAKING THE RIGHT DECISION**

Deciding that you want to open a home to care for children or adults in California takes a lot of planning before you make a final decision. Part of the decision includes finding out what is required by the State and what is expected of you as the care giver.

The California State Department of Social Services licenses facilities that provide care to children or adults who, because of their need for care and supervision, are unable to live in their own home. These facilities or homes are called community care facilities because they are community-based, and provide non-medical care and supervision. There are many different types of community care facilities, and the requirements for the licensed operator is different depending upon whether the facility is for children or adults, and whether you operate in your own home or at a location away from your own residence. Because there are different rules for each type of facility and for the number of persons living in the home, it is important for you to know what type of facility you want to operate, how many persons you want to care for, and what types of services you are best able to provide.

This guide gives you basic information about the types of facilities that the California State Department of Social Services licenses. In addition, the guide will describe those children or adults who reside in each type of facility and what persons or agencies refer or place clients or residents in licensed community care facilities. There is also a listing of addresses and telephone numbers of the State offices that license residential community care facilities. You can contact the office nearest to you to find out more information about how to apply for a community care facility license. You should keep in mind that caring for persons in your home or building is illegal if you don't have a license. Do not start providing care until you have the license or have been told that you don't need a license.

### **WHAT IS A LICENSED COMMUNITY CARE FACILITY?**

A community care facility is a specific location or place where non-medical care and supervision is provided to children or adults. Any individual who needs protection, supervision, assistance, guidance, or personal service necessary to sustain the activities of daily living may be in care in a licensed facility. Examples of nonmedical care and supervision include but are not limited to the following:

- assistance with bathing, grooming and dressing
- protection from wandering or injury due to confusion
- assistance making and keeping medical and dental appointments
- guidance in purchasing personal items
- behavior management
- incidental medical care including assistance with self-medication
- assistance with other daily activities to sustain life

## **WHO RESIDES IN LICENSED COMMUNITY CARE FACILITIES?**

Most persons who live in licensed community care facilities are dependent children; developmentally and physically disabled children and adults; mentally disordered children and adults; elderly persons; and/or adults with HIV disease or AIDS. These persons are in these facilities because they need help with some or all of the activities previously mentioned.

## **HOW DO PERSONS GET REFERRED OR PLACED IN LICENSED COMMUNITY CARE FACILITIES?**

The residents or clients of community care facilities are usually placed by governmental and private placement agencies. These include county welfare departments, local regional centers which serve the developmentally disabled, county mental health agencies, county probation departments, the U.S. Veterans Administration, local hospital discharge planners, and local long-term care ombudsmen. Residents and clients may also be self-placed or placed by family members or friends.

## **IS THERE A NEED FOR A NEW FACILITY IN YOUR AREA?**

Before you invest money to buy or lease property to operate a licensed community care facility or start the application process, you should find out if there is a need for a new facility in your area.

Depending on the type of home you want to open, and the type of persons you want to care for, you should contact the local agency involved with the placement of these individuals to determine the need for your proposed community care facility in the area.

There are local restrictions about opening a community care facility, such as the prohibition of a Group Home for children or an Adult Residential Facility being located within 300 feet of an existing, licensed community care facility. You should contact your local county planning department about restrictions before you buy or lease the property. Many facilities will also require a local use permit.

## **CATEGORIES OF LICENSED COMMUNITY CARE FACILITIES**

### **Children's Facilities**

#### ***Foster Family Homes:***

Foster Family Homes are for children who may have been abused, neglected, or abandoned. Care is also provided to children who are mentally disordered, developmentally disabled or physically handicapped. Care and supervision are provided in your own home. Care is provided on a 24-hour basis for a maximum of six children, including those homes that are licensed while the adoption process is pending. Additionally, ventilator dependent and medically fragile children may also be placed in Foster Family Homes. The majority of placements come from county welfare departments and regional centers. Training to meet the children's needs is often provided to the licensee(s) by the placement agency.

### ***Small Family Homes:***

Small Family Homes provide 24-hour care in the licensee's own home for children who are mentally disordered, developmentally and/or physically disabled, or who have special health care needs. Small Family Homes cannot provide care to more than six children. The majority of placements come from county welfare departments and regional centers. Training to meet the children's needs is often provided to the licensee(s) by the placement agency.

### ***Group Homes:***

Group homes are for children who require a 24-hour structured living environment either in the licensee's own home or at a location away from the operator's home. Most are treatment programs for children with services provided by staff employed by the licensee. Children in group homes are often under court jurisdiction due to violations of law or as dependent children removed from their homes because of abuse, neglect, or abandonment. The majority of placements come from county welfare departments, county probation departments and regional centers. Each facility must have a certified administrator who completes initial and continuing education course work.

### **Adult and Elderly Facilities**

#### ***Adult Residential Facilities:***

Adult Residential Facilities provide 24-hour care for adults ages 18-59 who are physically handicapped, developmentally disabled or mentally disordered. The clients must not require acute psychiatric or nursing care. Adult residential facilities may either be operated by the licensee in his/her own home or by staff employed by the licensee in a separate residence. The majority of placements come from county mental health departments and regional centers, self-referrals and referrals from family members and friends. Each facility must have a certified administrator who completes initial and continuing education course work.

#### ***Residential Care Facilities for the Elderly:***

Residential Care Facilities for the Elderly are for adults 60 years of age or older who need 24-hour care and supervision to perform the activities of daily living. Persons in elderly facilities may require diverse levels of care and supervision including incidental medical care. These facilities may be either operated by the licensee in his/her own home or by staff employed by the licensee at a separate residence. The majority of placements come from hospital discharge planners, self-referrals and referrals from family members and friends. Each facility must have a certified administrator who completes initial and continuing education course work.

### ***Residential Care Facilities for the Chronically Ill:***

Residential Care Facilities for the Chronically Ill provide 24-hour care and supervision for adults, emancipated minors, or family units comprised of adults and children who are HIV positive or have the AIDS disease and require varying levels of incidental medical care and supervision. These facilities may be operated by the licensee in his/her own home or by staff employed by the licensee at a separate residence. The majority of placements come from self-referrals, referrals from hospital discharge planners and referrals from local health clinics. In addition to initial education and work experience requirements, administrators for these facilities must have 40 hours of documented training in areas related to client care and facility management.

### ***Adult Day Care:***

Adult Day Care Facilities provide comprehensive day programs with a variety of social and support services for the elderly, developmentally disabled adults or mentally disordered adults for less than 24 hours. The majority of placements come from regional centers, county mental health departments, self-referrals, referrals from friends and family members and referrals from residential care providers.

### ***Social Rehabilitation Facility:***

Social Rehabilitation Facilities provide non-medical care and supervision on a 24-hour basis for adults recovering from mental illness who need temporary assistance, guidance and counseling. The facility's program must also be certified by the State Department of Mental Health as a condition of licensure. The majority of placements come from county mental health departments. In addition to initial education and experience requirements, administrators for these facilities must complete 20 hours of continuing education requirements annually related to the care of the mentally ill and/or administration.

### **Care Provider Associations**

Care provider associations offer an array of services to community care licensees. They sponsor information sharing conferences and provide training opportunities for licensees and their staff. They act as advocates in the development of legislation and regulations which impact the care provider community and provide individual consultation and technical assistance on facility specific issues. Provider associations can also provide you with important information regarding the need for community care options in your area. For more information regarding provider associations, contact your local licensing district office.

### **Directory:**

To find out more information about obtaining a license to operate a community care facility, please contact the California State Department of Social Services, Community Care Licensing Division.

The licensing district offices for residential care are listed below:

**Region I - Southern Region**

San Diego Residential	7575 Metropolitan Drive, Suite 109, San Diego 92108 (619) 767-2300
Orange County Residential	770 The City Drive, Suite 7100, Orange 92668 (714) 703-2840
Inland Empire Residential	3737 Main Street, Suite 600, Riverside 92501 (909) 782-4207

**Region II - Los Angeles Region**

L.A. Residential North	21731 Ventura Boulevard, Suite 250, Woodland Hills 91364 (818) 596-4334
L.A. Residential East	1000 Corporate Center Drive, Suite 200A, Monterey Park 91754 (323) 981-3300
L.A. Residential West	6167 Bristol Parkway, Suite 210, Culver City 90230 (310) 568-1807

**Region III - Coastal Region**

S.F. Bay Area Residential	851 Traeger Avenue, Suite 360, San Bruno 94066 (650) 266-8800
San Jose Residential	111 North Market Street, Suite 350, San Jose 95113 (408) 277-1289
Central Coast Area	360 South Hope Avenue, Suite C-105, Santa Barbara 93105 (805) 682-7647

**Region IV - Northern Region**

Chico Residential	520 Cohasset Road, Suite 6, Chico 95926 (530) 895-5033
Fresno Residential	770 East Shaw Avenue, Suite 330, Fresno 93710 (559) 445-5691
Sacramento Residential	2400 Glendale Lane, Suite C, Sacramento 95825 (916) 574-2346
Redwood Empire	101 Golf Course Drive, Suite A-230, Rohnert Park 94928 (707) 588-5026